क्रमांकः भाप्रसे १०१७/प्र.क्र. २८५ /२०१७/९,
सामान्य प्रशासन विभाग,
मंत्रालय. मुंबई ४०० ०३२.
दिनांक- २८.११.२०१७

सोबत केंद्र शासनाचे कार्यालयीन ज्ञापन आपल्या माहितीसाठी व उचित कार्यवाहीसाठी अग्रेषित :-

अ.क्र.	कार्यालयीन ज्ञापन क्रमांक	विषय
1.	No.31011/8/2017-Estt-A-IV Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training dated 19th , September 2017.	रजा प्रवास सवलत (LTC)

केंद्र शासनाने दि.१९.०९.२०१७च्या ज्ञापनान्वये रजा प्रवास सवलतीत केलेल्या सुधारणा महाराष्ट्र संवर्गातील अखिल भारतीय सेवेतील अधिका-यांना अनुज्ञेय राहतील.

सदरील पृष्ठांकन हे महाराष्ट्र शासनाच्या www.maharashtra.gov.in वेबसाईटवर उपलब्ध करण्यात आले असून त्याचा संगणक संकेतांक क्रमांक २०१७११२८१२०४३४८१०७ असा आहे. हे पृष्ठांकन डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

Subhash Ingale

Digitally signed by Subhash Ingale
DN: c=IN, o=Government Of Maharashtra, ou=General Administration Department, postalCode=400032, st=Maharashtra, 2.5.4.20=ff061387998f39ca303c7da669fe0471ca884215afebe7e53ecc009e02aad1ce, cn=Subhash Ingale
Date: 2017.11.28 17:32:55 +05'30'

सुभाष इंगळे
अवर सचिव, महाराष्ट्र शासन

प्रति,

१. मा. राज्यपालांचे सचिव, राजभवन, मलबार हिल, मुंबई.
२. मा. मुख्यमंत्री यांचे सचिव,
३. सर्व मा. मंत्री/ राज्यमंत्री यांचे खाजगी सचिव,
४. मा. मुख्य सचिव, महाराष्ट्र राज्य,
५. सर्व मंत्रालयीन विभागांचे अपर मुख्य सचिव/प्रधान सचिव/सचिव
६. सर्व मंत्रालयीन विभाग,

७. महालेखापाल , महाराष्ट्र -१ (लेखा व अनुज्ञेयता) महाराष्ट्र ,मुंबई
८. महालेखापाल , महाराष्ट्र -१ (लेखा परीक्षा) महाराष्ट्र , मुंबई,
९. महालेखापाल, महाराष्ट्र-२ (लेखा व अनुज्ञेयता) महाराष्ट्र , नागपूर,
१०. महालेखापाल, महाराष्ट्र-२ (लेखा परीक्षा) महाराष्ट्र, नागपूर,
११. संचालक लेखा व कोषागारे, मुंबई
१२. ग्रंथपाल, महाराष्ट्र विधानमंडळ सचिवालय ग्रंथालय सहावा मजला, विधान भवन,मुंबई-४०००३२ ,
१३. अधिदान व लेखा अधिकारी ,मुंबई,
१४. निवासी लेखा परीक्षा अधिकारी , मुंबई,
१५. सर्व विभागीय आयुक्त,
१६. सर्व जिल्हाधिकारी,
१७. सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी ,
१८. सर्व जिल्हा कोषागार अधिकारी,
१९. वित्त विभाग/सेवा-९, सेवा-५, व्यय-४, अर्थ-२५ व कोषागार-१, मंत्रालय, मुंबई,
२०. गृह विभाग/पोल-१, मंत्रालय, मुंबई ,(५ प्रती),
२१. महसूल व वन विभाग / फ-४, मंत्रालय, मुंबई, (५ प्रती),

त्यांना विनंती करण्यात येते की त्यांनी हे आदेश अनुपालनार्थ त्यांच्या अधिपत्याखालील सर्व संबंधित अधिकाऱ्यांच्या कार्यालयाच्या निर्दशनास आणावेत.

२२. पोलीस महासंचालक, महाराष्ट्र राज्य, पोलीस मुख्यालय, मुंबई.
२३. प्रधान मुख्य वनसंरक्षक ,महाराष्ट्र राज्य, नागपूर
२४. महाराष्ट्र राज्य संवर्गातील सर्व भारतीय प्रशासन सेवेतील अधिकारी,
२५. महाराष्ट्र शासनाच्या अधिपत्याखालील सर्व सांविधानिक व सार्वजनिक उपक्रम,
२६. सचिव, कार्मिक व प्रशिक्षण प्रशासकीय सुधार व लोकतक्रारी आणि पेंशन मंत्रालय, नवी दिल्ली.
२७. सामान्य प्रशासन विभागातील सर्व कार्यासने,
२८. सर्व मंत्रालयीन विभागांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख,
२९. निवड नस्ती

No. 31011/8/2017-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk
***

North Block New Delhi.
Dated September 19, 2017

OFFICE MEMORANDUM

Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23.09.2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13.07.2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017, **except the air travel entitlement for Level 6 to Level 8 of the Pay Matrix,** which is allowed in respect of TA only and not for LTC.

4. Further, the following conditions may also be noted:

i. No daily allowance shall be admissible for travel on LTC.
ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

Contd...

From pre-page:

v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.

vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.

5. **This O.M. will take effect from July 1, 2017.**

6. Hindi version will follow.

Surya Narayan 19.9.17

(Surya Narayan Jha)
Under Secretary to the Government of India

To

The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. NIC, DoP&T with the request to upload this OM on Department's website (Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

No.19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 13th July 2017

OFFICE MEMORANDUM

Subject: **Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.**

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5 The claims submitted in respect of journey made on or after 1st July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7. **These orders shall take effect from 01st July, 2017**

8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively

9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

ANNEXURE

Annexure to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 10th July 2017.

In supersession of Department of Expenditure's O.M No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

2. **Entitlements for Journeys on Tour or Training**

A.(i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1st Class (in case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2nd Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3rd Class/Chair Car

(iii) The revised Travel entitlements are subject to following

(a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.

(b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

(c) All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government

(d) In case of non-availability of seats in entitled class. Govt. servants may travel in the class below their entitled class.

B. International Travel Entitlement :

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 persent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self- certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) **Timing restrictions**

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis

(vi) In case of stay/journey on Government ships, boats etc or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs

3. <u>T.A. on Transfer</u>

TA on Transfer includes 4 components : (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements :**

(a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable

(b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998 , shall continue to be applicable.

(ii) **Composite Transfer and Packing Grant (CTG) :**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG

(b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

(c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) **Transportation of Personal Effects**

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4 **T.A. Entitlement of Retiring Employees**

TA on Retirement includes 4 components :- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement , settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects** :- Same as Para 3(iii) above.

(iv) **Transportation of Conveyance** :- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

******